

7 December 1959

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations From
1 - 30 November 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 9,868 IN cables, 3,748 OUT cables, 958 TD's and 741 miscellaneous items for a total of 15,315 work items for the month of November 1959. This represents a decrease of 3,685 items or 24% less than the 1958 monthly average of 19,000 work items.

b. Cables decreased 3,084 or 22% below the 1958 monthly average of 16,700 cables. The November 1959 total is 1,776 or 13% less cables than October 1959 and 1,610 or 11% less cables than November 1958.

c. TD's decreased 164 or 17% below the 1958 monthly average of 1,122 TD's.

d. We processed an average of 640 cables, Monday through Friday, 371 on Saturday and 78 on Sunday.

e. 952 cables or 7% of all cables processed were furnished to the Director as compared to 965 or 6% for October 1959.

2. Personnel

We are four persons short of our ceiling strength of [REDACTED] and until traffic increases, we propose to keep 3 - 5 persons or more under our ceiling.

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3. General

a. During the month, in an attempt to reduce overtime, the overtime on all but two shifts on week-ends has been reduced from 8 hours to 7 hours. By reducing the overtime to 7 hours per person, we will not only save money but will also make available a little reserve to meet unforeseen emergencies and to enable us to provide, without any increase in cost, adequate coverage of a multilith operator when IWOG goes into 24 hour operation in January 1960.

HS/HC-913

The reduction of overtime has been accomplished successfully, effectively and without loss of efficiency. The total amount of overtime saved per week-end after providing for the improved coverage of the multilith operator will be 14 hours for a dollar savings of approximately \$50.00.

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b. [REDACTED] attended the American Management Association's Seminar on planning and administering the Office Work Simplification Program. The seminar was designed both for organizations which desire to inaugurate a sound office work simplification program, and for organizations which are seeking improvement and greater effectiveness in their existing programs. [REDACTED] felt that the seminar was very good and that a work simplification program will aid management in controlling efficiency of operation by stimulating employees to be alert for all possible improvements. We plan to inaugurate such a program for the Cable Secretariat in the next month or two.

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c. [REDACTED] planned trip to Rochester, New York, for examination of the Haloid Model 914 Office Copier has had to be postponed at the request of the manufacturers. Apparently they are not quite ready to provide a demonstration such as we planned. The possibilities we see in this equipment will be described in a separate paper for you shortly.

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[REDACTED]
Cable Secretary

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